

PROVISIONAL BALLOTS

I. WHEN TO USE AND WHEN NOT TO USE PROVISIONAL BALLOTS

If a voter is currently registered and:

- Same place*
- a) Currently resides in the district and moved within district, voter *movement on same block* only signs *me same* Affirmation of Residency and does not use Provisional Ballot.
- b) Currently resides in district and moved from another district within county, voter receives provisional ballot. *Another neighborhood*
- c) Currently resides in district and moved from another district outside county:
- 1) On or about May 7, 2002 through Election Day - must go to former district polling place and vote; and
 - 2) Prior to May 7, 2002, cannot vote without Court Order.

II. WHEN TO USE PROVISION BALLOT WHEN POLL BOOK IS MISSING INFORMATION

When voter information in the poll book is missing or is otherwise deficient, the voter will receive a provisional ballot. For example, when name of voter is not in the poll book, the voter should receive a provisional ballot.

III. DO'S AND DON'TS FOR USING PROVISIONAL BALLOTS ON ELECTION DAY

Do make sure provisional ballot bag is delivered prior to the opening of the polls.

Do make sure that there are an equal number of provisional ballots and envelopes when conducting early morning inventory.

Do make sure at early morning inventory that there is an envelope in a bag with a numbered seal, instructions for use, number and election district location, and identification numbers of seal placed in envelope.

Do inventory provisional ballots (ballots and envelopes) prior to the opening of polls and confirm number and seal number.

Do make sure there are a sufficient number of provisional ballots at time of early morning inventory; if not, telephone the County Board of Elections for more provisional ballots and inventory the additional ballots provided.

Do make sure there are a sufficient number of pens or lead pencils where voters fill out provisional ballots.

Do not store provisional ballot bag, or provisional ballots (used and unused) in voting machine or by privacy area where voters are filling out provisional ballots.

Do make sure voter lives in district at time s/he wishes to vote (have map and street listings at polling place). If unsure, telephone the County Board of Elections.

Do not ask the identification from a voter unless the voter is challenged.

A voter is not required to provide identification to receive a provisional ballot.

Do provide a private place (desk with screen) or voting booth to voter for receive and complete his/her provisional ballot.

Do offer assistance to voter on how to complete the provisional ballot.

Do not tell the voter which candidate(s) to vote for.

Do make sure envelope containing provisional ballot is sealed by voter.

Do make sure that a Board Worker is handed the provisional ballot completed and that the Board Worker place it into the bag for provisional ballots. The Board worker should not leave the provisional ballot unattended after he/she receives it from the voter. This requirement is known as a "chain of custody" and is intended to secure the integrity of the ballot.

Do offer another provisional ballot if the affirmation becomes detached, damaged, or if voter makes a mistake up to a total of two provisional ballots, after which it is discretionary with the District Board as to whether to provide any further ballots.

Do not allow any person to assist voter on provisional ballot unless the voter is handicapped and then only a family member, or one Democrat and one Republican board worker, may assist the handicapped voter at a designated location for completion.

Do write "Spoiled" on all provisional ballots where affirmation becomes detached, damaged or where voter does not complete and place in inventory bag.

Do make sure that a completed provisional ballot is not left by the voter in the privacy area or in the polling booth, but is handed to a Board worker.

Do inventory all provisional ballots at the end of the night noting the number used, the number unused and the number spoiled.

Do make sure missing provisional ballots are noted on the inventory slip.

Do make sure each board member signs the inventory form – dissenting board members shall state the reason on the form where signing.

Do not use emergency ballots in place of provisional ballots unless you run out of provisional ballots.

Do make sure that a district board worker is appointed and does transport the bag of provisional ballots (both completed and blank ballots) to the designated location.

Do make sure the provisional ballot bag is sealed with a numbered security seal before being transported.